



## **SIGN PERMIT APPLICATION FORT SMITH, ARKANSAS**

**ONE SIGN PER APPLICATION**

### **THE APPLICANT:**

- a). Shall obtain a Sign Permit Application from the City Planning Department or the City Building Department.
- b). Shall fill out the application form and submit it along with installation plans to the Planning Department, room 331, or Building Department, room 405 of the Stephens Building, 623 Garrison Ave.
- c). **The application must be complete** in order for the City to review its contents.
- d). The applicant shall contact all the utility departments to verify utility locations.
- e). If the sign is along a state highway, the applicant shall contact the highway department for their approval.
- f). Questions concerning sign regulations, contact the Planning Department at 784-2216.

### **THE APPLICATION WILL BE:**

- a). Checked by the City Planning Department to determine if the proposed sign will comply with the City Zoning Ordinances.
- b). Checked by the City Building Inspector to determine if the proposed sign will comply with the City Building Codes.
- c). If the structure and plans comply with the above mentioned requirements, the applicant will be notified so that they may obtain the sign permit.

**THE APPLICANT SHALL PLACE THE PERMIT CARD ON THE SITE  
BEFORE BEGINNING CONSTRUCTION.**

**IF WORK BEGINS BEFORE OBTAINING PERMIT, THE PERMIT FEE  
WILL BE DOUBLED!**

**SIGN PERMIT APPLICATION  
FORT SMITH, ARKANSAS**

Name of Business: \_\_\_\_\_

Site Address: \_\_\_\_\_

Date: \_\_\_\_\_

**PROPERTY INFORMATION AND CONSTRUCTION PLANS:**

**LEGAL DESCRIPTION:** (call the County Tax Assessor at 784-1512)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

\*Attach metes & bounds description (if applicable)

Also include a site plan drawing showing all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations.

**OR**

The plans shall contain a certified land survey stamped by a licensed surveyor in the State of Arkansas. The drawing shall indicate all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations. See Sample Site Plan attached to rear of application.

**NEW SIGN INFORMATION:**

On site sign:    yes        no                      Off site sign:    yes        no

**TYPE OF CONSTRUCTION:**

Erect new sign and new pole:	yes	no			
Erect new sign on existing pole:	yes	no			
Erect new wall sign:	yes	no			
Erect new projecting sign:	yes	no			
Erect new ground sign:	yes	no			
Erect new roof sign:	yes	no			
Change sign faces only:	yes	no	wall	pole	ground sign
Fabric or awning sign:	yes	no			

### SIGN DESCRIPTION:

#### ONE SIGN PER APPLICATION

Height of sign: \_\_\_\_\_

Length of sign: \_\_\_\_\_

Square footage: \_\_\_\_\_

Height to the bottom of sign: \_\_\_\_\_

Height to the top of sign: \_\_\_\_\_

Illuminated:    yes                      no

Flashing:        yes                      no      Electrician: \_\_\_\_\_

Revolving:      yes                      no

Estimated cost of sign and erection: \_\_\_\_\_

The proposed sign will have supports made of:   Wood   Metal                      Masonry                      Other

\*If other specify: \_\_\_\_\_

The proposed sign will have a display made of:   Wood   Metal                      Plastic                      Other

\*If other specify: \_\_\_\_\_

### INSPECTIONS REQUIRED:

- a).      **Foundation** - This is made after the footing has been excavated, all reinforcing steel in place, and before the concrete has been placed.
- b).      **Electrical** - The City Ordinance requires that the final connection to the sign be made by a **MASTER ELECTRICIAN** licensed in the City of Fort Smith.
- c).      **Final** - This is made when the sign has been completed, and the above inspections have been made.

### SIGN PERMIT REVOCABLE:

All rights and privileges acquired under the provisions of this ordinance or any amendment thereto, are mere license revocable at any time by the Building Official and such sign permits shall contain this provision.

## EXISTING SIGN INFORMATION

Include ALL existing signs including portable signs, banners, gasoline, soft-drink & beer price signs, directional signs, etc.. Omitted information will delay approval of this application.

[illegible]

**OWNER OF PROPERTY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**LESSEE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**SIGN CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct.

All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Authorized Agent\_\_\_\_\_  
Date

ZONING:

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

ZONE: \_\_\_\_\_

BUILDING:

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_



May 12, 1999

Sign Contractors

Re: Sign Permit Applications

The City of Fort Smith sign permit application includes a requirement for a site plan or a certified land survey. The requirement is specified in the **LEGAL DESCRIPTION** section of the application. (See Enclosure). We developed the current application and the site plan requirements after a series of meetings between the City Staff and Sign Contractors.

We have begun to see many applications submitted without the site plan information we need to complete a review of the permit application. This is causing us to spend more staff time on the permits than is justified by the permits fees.

Also, we are seeing several sign permit requests in developments where easements for public utilities exist or a street project is planned. For these reasons we must send site plans to many departments within the City Organization for them to review. The other departments within the City require a site plan to have the information and clarity that we specify on the application.

Beginning on June 8, 1999, the Building Department will only accept sign permit applications that include the required site plan or survey. The site plan should be drawn to a scale and shall be submitted on a separate sheet of paper from the sign permit application. The minimum size for all site plans is 8 ½ " x 11". All applications that do not include the proper site plan with all the required information will be rejected.

If you have any questions concerning this matter, you may contact the Building Department at 784-2206 or the Planning Department at 784-2216.

Sincerely,

A handwritten signature in black ink, appearing to read "Wally Bailey".

Wally Bailey  
Director of Development & Construction

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(501) 785-2801  
Administrative Offices FAX (501) 784-2430

*SAMPLE*

Building

Must show the location of the sign in relation to the property lines, with dimensions. Show any and all easements that are in the area that the sign will be located.

10' Utility Easement

Edge of pavement

Show all existing signs that will remain on the property.

Signs located in this area must be 12' clear between the ground and the bottom of the lowest panel.

Must locate the Right-of-Way

STREET NAME

STREET NAME

25' 0"

64' 0"

25' 0"

160' 0"

10' 0"